

# Homeownership Assistance/ Rental Housing Project Set-Up Report

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(Exp. 01/31/2002)

## Home Program Cash & Management Information System

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

**Note:** Complete for all Homeownership Assistance/Rental Housing Projects prior to project set-up and send the completed form to:

HOME PROGRAM, P.O. Box 23997, L'Enfant Plaza Station,  
Washington, D.C. 20026.

Check the Appropriate Box

☐ Original Submission ☐ Change Owner's Address  
☐ Ownership Transfer ☐ Revision

**Part A: Call-In** Part A must be called in to HUD to set up project accounts. This completed form must be submitted to HUD immediately after project set-up call.

1. Project Number	2. Name of Participant	6. HOME Funds for Project	
		a. Total Funds Requested + \$	
		b. Participant Number	c. Dollar Amount of Funds
3. Participant Tax ID Number	4. CHDO Tax ID Number		\$
			\$
5. Type of Project			\$
(3) <input type="checkbox"/> Acquisition Only (5) <input type="checkbox"/> Substantial Rehabilitation			\$
(4) <input type="checkbox"/> Moderate Rehabilitation (6) <input type="checkbox"/> New Construction			\$
8. Name & Phone Number ( including Area Code) of person completing form	9. CHDO Loan		\$
	(1) <input type="checkbox"/> Yes		\$
	(2) <input type="checkbox"/> No		\$
		7. Total Estimated Cost of Project (HOME-assisted units, including other public/private funds)	
		\$	

### Part B: Project Information

1. Street Address of Project				
1a. City		1b. State	1c. Zip Code	
2. Name of Owner		2a. Last Name		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		2b. First Name		
3. Mailing Address of Owner				
3a. City		3b. State	3c. Zip Code	
3d. Phone (Include Area Code)	4. Name of Firm (if applicable)	5. Total Units in Project Prior to Assistance	6. Estimated Units Upon Completion	7. Total HOME-Assisted Units Upon Completion
8. Type of Ownership (Check one box)		9. Tenure Type (Check one box only)		10. Complete for Community Housing Development Organization Projects (check one box)
(1) <input type="checkbox"/> Individual (4) <input type="checkbox"/> Not-for-Profit		(1) <input type="checkbox"/> Rental		(1) <input type="checkbox"/> Owned
(2) <input type="checkbox"/> Partnership (5) <input type="checkbox"/> Publicly-Owned		(2) <input type="checkbox"/> Homeownership First-Time Buyer		(2) <input type="checkbox"/> Sponsored
(3) <input type="checkbox"/> Corporation (9) <input type="checkbox"/> Other		(3) <input type="checkbox"/> Homeownership Rehabilitation		(3) <input type="checkbox"/> Developed
				11. County Code (to be completed by Centralized States only)

Project Address	Project Number
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No. of Bedrooms Code	Occupancy Code	Race/Ethnicity of Head of Household Code	Size of Household Code	Type of Household Code	Rental Assistance Code
0 - 0 Bedroom	1 - Tenant	1 - White (non-Hispanic)	1 - 1 Person	1 - Single/non-Elderly	1 - Section 8
1 - 1 Bedroom	2 - Owner	2 - Black (non-Hispanic)	2 - 2 Persons	2 - Elderly	2 - HOME TBA
2 - 2 Bedrooms	9 - Vacant	3 - Native Amer.	3 - 3 Persons	3 - Related/Single Parent	3 - Other
3 - 3 Bedrooms	<b>% of Area Median Code</b>	4 - Asian/Pacific Islander	4 - 4 Persons	4 - Related/Two Parent	4 - NoAssistance
4 - 4 Bedrooms		5 - Hispanic (all races)	5 - 5 Persons	5 - Other	9 - Vacant unit
5 - 5 or more Bedrooms		9 - Vacant unit	6 - 6 Persons	9 - Vacant unit	
			7 - 7 Persons		
			8 - 8 or more Persons		
	1 - 0 - 30%		9 - Vacant unit		
	2 - 30 - 50%				
	3 - 50 - 60%				
	4 - 60 - 80%				
	9 - Vacant unit				

## Instructions for Completing the Homeownership Assistance / Rental Housing Project Set-Up Report, form HUD-40094, HOME Program Cash & Management Information System

Read the instructions for each item carefully before completing the report form. Use a typewriter or print carefully with a ball point pen. Prepare an original and one copy. **Retain a copy and mail the original to:**

**HOME Program  
P.O. Box 23997  
L'Enfant Plaza Station  
Washington, DC 20026**

**Applicability.** This report form must be completed for each homeownership or rental housing project assisted with HOME funds.

**Timing.** Complete the project set-up report form before calling the HUD Voice Response System (VRS) to set up a project in the HOME C/MI System. **This completed report form must be sent to HUD immediately after the project set-up call.** If the project set-up report form is not received within 20 days of the project set-up call, the project will be automatically canceled by the HOME C/MI System. A report form must be received by HUD before funds may be drawn down for a project. An amended set-up report form should be submitted if a project is revised or if HOME funding for the project is increased or decreased and the change should be highlighted in yellow.

**Part A: Call-In. Part A must be called in to the HUD VRS to set up a project.** The completed form must be submitted to HUD immediately after the project set-up call.

- 1. Project Number.** Enter the 10-digit project number assigned by the HUD VRS at the completion of the project set-up call.
- 2. Name of Participant.** Enter the name of the participating jurisdiction (PJ), or, in the case of State recipient projects, the name of the State recipient (identified on the HUD-40100—State Designation of Local Recipients form).
- 3. Participant Tax ID Number.** Enter the Tax (Employer) Identification Number for the participating jurisdiction from block 3 of the Funding Approval and HOME Investment Partnership Agreement (HUD-40093); for a State recipient project, enter the State recipient's Tax ID Number from the HUD-40100—State Designation of Local Recipients form.
- 4. CHDO Tax ID Number.** Complete only for projects assisted with funds reserved for Community Housing Development Organizations (CHDOs). Enter the Tax (Employer) Identification Number for the CHDO shown in the Designation of Community Housing Development Organizations (CHDO) form (HUD-40098).
- 5. Type of Project.** Check one box to indicate the type of project set-up based on the following definitions: (Use of (1) and (2) has been discontinued as a result of statutory changes eliminating the rental production set-aside.)

**(3). Acquisition Only.** Acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition, which does not require rehabilitation and which will be used to provide affordable rental or homeownership housing.

**(4). Moderate Rehabilitation.** The average per unit total rehabilitation cost (HOME funds plus any other funds) of the HOME-assisted units in the project is \$25,000 or less and the project is any project involving (a) the repair or improvement of residential unit(s) to bring the unit(s) up to the property standards required by 24 CFR 92.251; (b) the reconfiguration of a structure to reduce the total units in order to increase the number of large family units, (c) adding a room or rooms (e.g., bedroom or bathroom) outside the existing walls for purposes of meeting occupancy or code standards, (d) the adding of a unit or units within the existing structure, and (e) the acquisition of a structure that received a certificate of occupancy at least 13 months before acquisition, which requires rehabilitation and which will be used to provide affordable rental housing or homeownership units.

**(5). Substantial Rehabilitation.** The average per unit total rehabilitation cost (HOME funds plus any other funds) of the HOME-assisted units in the project exceeds \$25,000 per unit and the rehabilitation is otherwise consistent with the definition of rehabilitation of residential property as defined above in 5.(4).

**(6). New Construction.** Any project involving (a) adding units outside the existing walls of the structure, (b) the construction of a new residential unit(s), (c) the acquisition of land or the demolition of an existing structure for the purpose of constructing a new structure with HOME funds, and (d) acquisition of a structure that has received an initial certificate of occupancy within a one-year period prior to acquisition.

**NOTE:** When projects combine new construction in one building(s) with rehabilitation activities in another building(s) on one parcel of land, the projects, by type of activity (i.e., rehabilitation or new construction), must be administratively set up as separate projects in the HOME C/MI System.

### 6. HOME Funds for Project.

- Enter the total amount of HOME funds requested for the project.
- Enter the participant number for each grant and fiscal year source of HOME funds committed for the project.
- Indicate the amount of HOME funds from each fiscal year by participant number.

### 7. Total Estimated Cost of Project (HOME-assisted units, including other public/private funds).

Enter the total estimated cost (hard and soft costs) for the HOME-assisted units in the project, including other public/private funds. (Do not include costs attributable to units in the project that are not HOME-assisted units.)

### 8. Name & Phone Number (Including Area Code) of Person Completing Form.

Enter the name and phone number, including area code, of the person to contact for further information regarding this report form.

### 9. CHDO Loan.

Complete only for projects assisted with funds reserved for Community Housing Development Organizations (CHDOs). Check "yes" if this is a project-specific technical assistance and site control loan or a project-specific seed money loan. **NOTE:** When setting up a CHDO loan, the PJ should set up the project initially to include only the CHDO loan and complete parts A and B of this report form. If the project is amended to add more CHDO loan funds, the PJ should check "yes." If the PJ proceeds with the project, the project may be amended to add additional HOME funds to the project. If the project is later amended to add funds for rehabilitation or new construction, etc., the PJ would check "no" in block 9. If the project is amended to add additional funds and/or the project moves forward, the PJ must submit an amended HUD-40094 and must complete part C. If the project does not go forward, a completion report form (HUD-40096 or HUD-40097) is required.

### Part B: Project Information

- 1. Street Address of Project.** Self-explanatory.
- 2. Name of Owner.** For projects containing rental units, enter the name of the owner. For single-unit homeownership projects, enter "NA" for not applicable.
- 3. Mailing Address of Owner.** For projects containing rental units, indicate the mailing address of the owner. For single-unit homeownership projects, enter "NA" for not applicable.
- 4. Name of Firm.** For projects containing rental units, if the project is owned by a firm or other organization, enter the name of the firm or organization. Enter the firm address in Item 3 above. For single-unit homeownership projects and other projects which are not owned by a firm, enter "NA" for not applicable.

5. **Total Units in Project Prior to Assistance.** Enter the total number of units in the project (both HOME-assisted and non-HOME-assisted units).
6. **Estimated Units Upon Completion.** Enter the total estimated number of units that will be in the project upon completion (both HOME-assisted and non-HOME-assisted units).
7. **Total HOME-Assisted Units Upon Completion.** Enter the total number of units (upon completion) that will receive HOME assistance.
8. **Type of Ownership.** Check one box only.
9. **Tenure Type.** Check one box only. For 2 - 4 unit projects containing both an owner occupant and rental unit(s), check box (2) or (3). For 5 or more unit projects containing an owner occupant and rental units, check box (1). (NOTE: This will affect which completion report is required upon completion.)
10. **Community Housing Development Organization Projects.** Complete only for projects assisted with funds reserved for Community Housing Development Organizations (CHDOs). Check one box only.
11. **County Code.** To be completed only for centralized State projects. Enter the 3-digit county code for the county in which the project is located.

### Part C. Household Characteristics.

Provide information on the characteristics of each household (renter or owner) occupying a unit to be assisted with HOME funds. Complete one line for each unit to be assisted with HOME funds. Enter one code only in each block. If the project is a 1 to 4 unit owner-occupied rental project, provide characteristics for tenants as well as for the owner. If the unit is occupied, complete all boxes. If information is not available, enter "9." If a unit is unoccupied, enter unit number, number of bedrooms, and total rent. **Do not complete for new construction projects.**

**Unit Number.** For rental units, enter the unit number of each unit that will receive HOME assistance.

**Number of Bedrooms.** Enter 0 for single room occupancy (SRO) unit or for efficiency unit, 1 for 1 bedroom, 2 for 2 bedrooms, 3 for 3 bedrooms, 4 for 4 bedrooms, and 5 for 5 or more bedrooms.

**Occupancy.** Enter 1 if the unit is occupied by a tenant, 2 if it is occupied by a homeowner, and 9 if it is vacant.

#### Monthly Rent (Including Utilities).

**Tenant Contribution.** For homeowners, enter 0. For renters enter the actual rent to the nearest dollar, including utilities, paid by the tenant at the time HOME funds were committed to the project. If the tenant's rent does not include utilities, or if the tenant's rent includes only partial utilities, *e.g.*, heat, but not electricity, these utility costs must be added to the rent. Use actual costs or use the utility allowance schedule provided by the local Public Housing Authority (PHA) in accordance with form HUD-52667, Allowance for Tenant Furnished Utilities and Other Services.

**Subsidy Amount.** For homeowners, enter 0. For renters enter the amount the tenant receives as a rent subsidy payment (including any utility allowances paid directly to the tenant) to the nearest dollar. If the tenant does not receive a tenant subsidy payment, enter "0."

**Total Rent.** For homeowners enter 0. For renters enter the total monthly rent (Tenant Payment plus Subsidy Amount).

**Note for vacant units:** Vacant, but habitable unit: Enter the last known rent in "Total Rent" column or the rent being asked by the owner. Vacant and uninhabitable unit: Enter "0" in "Total Rent" column.

#### Income Data.

**Monthly Gross Income.** Enter the monthly gross household income.

**Percent of Area Median.** For each occupied residential unit, enter one code only based on the following definitions:

1. **0 - 30 Percent of Area Median** means a household whose income is at or below 30 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.

2. **30 - 50 Percent of Area Median** means a household whose income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.
3. **50 - 60 Percent of Area Median** means a household whose income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.
4. **60 - 80 Percent of Area Median** means a household whose income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD, with adjustments for smaller and larger families.

#### Household Data

**Race/Ethnicity - Head of Household:** For each occupied residential unit, enter one code only based on the following definitions:

1. **White, Not Hispanic Origin.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic origin.
2. **Black, Not Hispanic Origin.** A person having origins in any of the black racial groups of Africa, but not of Hispanic origin.
3. **Native American.** A person having origins in any of the original peoples of the North American Continent, and who maintains cultural identification through tribal affiliations or community recognition.
4. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
5. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

9. **Vacant Unit.** Self-explanatory.

**Size of Household.** Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households of more than 8, enter 8).

**Type of Household:** For each residential unit, enter one code only based on the following definitions:

1. **Single/Non-Elderly.** One person household in which the person is not elderly.
2. **Elderly.** One or two person household with a person at least 62 years of age.
3. **Related/Single Parent.** A single parent household with a dependent child or children (18 years old or younger).
4. **Related/Two Parent.** A two parent household with a dependent child or children (18 years old or younger).
5. **Other.** Any household that is not included in the above 4 definitions, including two or more unrelated individuals.
9. **Vacant Unit.** Self-explanatory.

**Rental Assistance:** For rental units, enter one code only to indicate the type of assistance being provided to the tenant, or that no assistance is being provided, or that the unit is vacant at the time of project set-up.

1. **Section 8.** Tenants receiving assistance through the Section 8 Certificate Program under 24 CFR part 882 or the Section 8 Housing Voucher Program under 24 CFR part 887.
2. **HOME Tenant-Based Rental Assistance.** Tenants receiving rental assistance through the HOME Program.
3. **Other Assistance.** Tenants receiving rental assistance through other Federal, State or local rental assistance programs, including rental assistance payments through programs administered by the U.S. Department of Health and Human Services or through departments of social services in States.
4. **No Assistance and 9. Vacant Unit.** Self-explanatory.